

## REQUIREMENTS FOR FILING A MASTER LIST (MATRIX)

In order to process matrices more efficiently, the Clerk requests that debtors file creditor matrices by e-mail. It is not necessary to file a verification of the creditor matrix in this district.

### 1. **E-Mail Guidelines**

- a. The e-mail address is `wieb_matrices@wieb.uscourts.gov`
- b. The subject line must contain the debtor's name.
  - i. If the matrix is amended or submitted to satisfy a deficiency, add the case number to the subject line.
- c. Only one matrix is to appear in each e-mail.

### 2. **File Attachment**

- a. The file must be named: **matrix** and saved in an ASCII format.

### 3. **Information Contained in the File**

- a. Each name/address block must consist of no more than five lines, with one blank line between each name/address block.
- b. Each line must consist of no more than 40 characters.
- c. City, state and zip code must be on the last line.
- d. A nine-digit zip code, if used, must include a hyphen separating the two groups.
- e. Account numbers, if used, must not appear on the first or the last line in a name/address block.
- f. **Do not include** the following names in the file:
  - i. Debtor/Joint Debtor,
  - ii. Attorney for the Debtor, or the
  - iii. Office of the United States Trustee, for the Eastern District of Wisconsin.
- g. Use upper and lower case type, first letter capitalization of proper names, etc.
- h. Do not use bold type or a font size smaller than 10.
- i. Use a single column format with left margin justification. Do not center the name/address block.

### 4. **Disk Guidelines<sup>2</sup>**

- a. Submit a 3 ½ inch or CD-Rom disk.
- b. Label the exterior of the disk with the debtor's last name and creditor count.
- c. Adhere to the guidelines listed above for **File Attachment** and the **Information Contained in the File**.

### 5. **Paper Format** - accepted only in extenuating circumstances.

- a. Paper matrices **must be typed** and must adhere to the guidelines listed above for the **Information Contained in the File**.
- b. Number the reverse side of each page (1 or 2; 2 of 2).

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<sup>2</sup> Disks will not be returned unless a self addressed, stamped return envelope is provided.

- c. List the debtor's name on the reverse side of each page.
- d. Do not use:
  - i. Non-standard paper such as onion skin or colored paper,
  - ii. Paper size other than 8 ½ X 11,
  - iii. Unreadable type or print styles such as proportionally spaced fonts or exotic fonts,
  - iv. Dot matrix printing, or
  - v. Extra marks on the front of the page, such as a letterhead, dates, debtor's names, stains or handwritten marks.

**6. Example of a Matrix**

Name of Creditor Number One  
Attention: Office Manager  
123 South Your Street  
Milwaukee, WI 53202

Name of Creditor Two  
C/O Attorney Smith  
456 West Street  
Milwaukee, WI 53202-4581

Name of Creditor Three  
P.O. Box 789  
Milwaukee, WI 53202-0789

Name of Creditor Four  
1011 East Lake Avenue  
Milwaukee, WI 53202